

# **AIRCRAFT DISPATCHER**

## **UNIT 1 – AIRCRAFT FLIGHT PLANNING**

### **LESSON C – AIRCRAFT ORDERING PROCEDURES**

#### **INSTRUCTIONS TO THE INSTRUCTOR**

Unit 1 is composed of four lessons; consider using more than one qualified instructor to teach this unit.

This lesson uses a combination of instruction and scenarios. The instructor should be familiar with the format of the scenarios as presented in the Student Workbook, the PowerPoint slides, and the Instructor Guide. Teaching points have been placed at the beginning of some scenarios. PowerPoint slides have been created that reflect the answers to the questions asked of the students; be sure not to show the slide to the class until students have had the opportunity to formulate their own responses.

Slides—typically Flight Requests and Resource Orders—may have two color areas. The red areas express the information that will come from the requestor to the aircraft dispatcher. The blue areas express the information that the aircraft dispatcher must provide on the Flight Request/Resource Order to secure the flight.

Scenario 1 will be presented as a walk-through exercise by the lead instructor to the entire class. The instructor will provide the answers and discuss questions as they arise.

Scenarios 2 - 5 will be presented as a group exercise to the entire class by the instructor. Scenario 2 has more information than Scenarios 3-5 as the instructor should be able to walk the students through the information without specific blocks identified in the Instructor Guide.

Scenarios 6 - 10 are to be presented as breakout exercises. Some of the material may be difficult for the groups. Discussion is encouraged to reach a solution to the scenario. This may be a trial-by-error situation but should be a worthwhile teaching method.

One blank Aircraft Resource Order and one blank Overhead Resource Order have been provided in the Student Workbook for each scenario (Scenarios 6-10). Instruct students that they may or may not need both Resource Orders to complete each scenario. Four extra blank Resource Orders (2 each—Aircraft and Overhead) have been provided at the end of Lesson 1C in the Student Workbook.

Keep the breakout exercises short and to-the-point. After the students discuss the scenario in their groups, the lead instructor will use the PowerPoint presentation to present the textbook answers to each scenario.

If time is a factor when Scenario 6 is reached, the instructor has the option of giving groups different scenarios and having those groups report their findings to the class. Ensure that the lecture material within the scenarios is discussed during the answer review process.

## DETAILED LESSON OUTLINE

COURSE:	Aircraft Dispatcher
UNIT:	1 – Aircraft Flight Planning
LESSON:	C – Aircraft Ordering Procedures
TIME:	2 hours
TRAINING AIDS:	Overhead projector or computer with CD-ROM and computer projector; projection screen; markers, masking tape or tacks; handouts; flip chart
OBJECTIVES:	<p>Given a simulated wildland fire incident, case study, or exercise, students will be able to:</p> <ul style="list-style-type: none"><li>• Determine the type of form to be used when given a request for an aviation resource.</li><li>• List five critical elements required to begin processing a Flight Request.</li><li>• Determine the Resource Order(s) needed to process a tactical mission request.</li></ul>

OUTLINE	AIDS & CUES
INTRODUCE THE LESSON.	1C-01-ACDP-EP
PRESENT THE LESSON OBJECTIVES.	1C-02-ACDP-EP 1C-03-ACDP-EP

OUTLINE	AIDS & CUES
<p><b>WALK THE STUDENTS THROUGH SCENARIO 1 PROVIDING THE ANSWERS WITH DISCUSSION AS NEEDED. THIS WILL ACQUAINT STUDENTS WITH THE PROCESS THEY ARE TO FOLLOW IN ASSESSING THE OTHER NINE SCENARIOS. AS THE SCENARIOS PROGRESS, THERE WILL BE LESS EMPHASIS PLACED ON THE INSTRUCTOR AND MORE ON THE STUDENTS.</b></p> <p><b>I. SCENARIO 1</b></p> <p>A request is made for a point-to-point flight from Ely, Nevada, to Reno, Nevada, to drop off three BLM employees for training.</p> <p><b>REFER STUDENTS TO UNIT 1A FOR DEFINITIONS OF “TYPE OF MISSION.”</b></p> <p><b>A. Determine the Type of Mission</b></p> <p>Is the mission. . .</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Non-Administrative</li> <li>• Tactical Fire</li> <li>• Tactical Non-Fire</li> </ul> <p><b>ANSWER: THE TYPE OF FLIGHT IS ADMINISTRATIVE.</b></p>	<p>1C-04-ACDP-EP</p> <p>1C-05-ACDP-EP</p> <p>1C-06-ACDP-EP</p>



OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Number of passengers—actual insured seats</li> <li>• Cargo-cubes and pounds</li> </ul> <p><b>DISCUSS WITH STUDENTS THE ISSUE OF DIMENSIONS OF CARGO. SOME ITEMS MAY MEET THE WEIGHT REQUIREMENT FOR A FLIGHT BUT WILL NOT FIT THROUGH THE DOORS OF THE AIRCRAFT (E.G., ATMUS). PILOTS AND RAMP PERSONNEL ARE EXCELLENT RESOURCES.</b></p> <ul style="list-style-type: none"> <li>• Distance/Aircraft Speed</li> <li>• Runway/Elevation</li> <li>• Temperature/Weather—obtain pilot input</li> </ul> <p>3. Determine Source</p> <ul style="list-style-type: none"> <li>a. Local unit (contract or agency-owned)</li> <li>b. Adjoining units (contract or agency-owned)</li> <li>c. AMD Aircraft Rental Agreement (ARA)/Call-When-Needed (CWN)</li> </ul> <p>C. Select the Ordering Process</p> <ul style="list-style-type: none"> <li>1. Flight Request</li> <li>2. Resource Order(s) <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Helicopter</li> </ul> </li> </ul>	<p>1C-09-ACDP-EP</p> <p>1C-10-ACDP-EP</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Overhead</li> <li>• Equipment</li> </ul>	
<b>ANSWER: THIS FLIGHT REQUIRES THE USE OF A FLIGHT REQUEST.</b>	1C-11-ACDP-EP
<b>REFER STUDENTS TO THE FLIGHT REQUEST ON PAGES 1C.43 AND 1C.44 OF THE STUDENT WORKBOOK. USE SCENARIO 1 AS AN EXAMPLE FOR COMPLETING THE FLIGHT REQUEST.</b>	1C-01-ACDP-IR SW pages 1C.43 and 1C.44
D. Complete a Flight Request <ol style="list-style-type: none"> <li>1. Supply the Cost-Account, Management Code(s)–Box 1</li> </ol>	1C-12-ACDP-EP
<b>EXAMPLE: NV-040-2810-HT</b>	
<ol style="list-style-type: none"> <li>2. Select the Flight Type and Desired Aircraft</li> </ol>	1C-13-ACDP-EP
<b>ANSWER: AS STATED IN THE SCENARIO, THIS IS A POINT-TO-POINT FLIGHT. AIRPLANE IS THE OPTION THAT HAS BEEN SELECTED BY THE REQUESTOR.</b>	
<ol style="list-style-type: none"> <li>3. Identify the Mission Objective/Special Needs</li> </ol>	1C-14-ACDP-EP
<b>ANSWER: TRANSPORT PERSONNEL FOR TRAINING.</b>	
<ol style="list-style-type: none"> <li>4. Supply the Passenger/Cargo Information–Box 2 <ul style="list-style-type: none"> <li>• Name/Type of Cargo</li> </ul> </li> </ol>	1C-15-ACDP-EP
<b>EXAMPLE: REX LUTTRELL BILL DUNN RON TAYLOR</b>	

OUTLINE		AIDS & CUES
<b>EXAMPLE:</b>	<ul style="list-style-type: none"> <li>Pounds/Cubic Feet</li> </ul>	1C-16-ACDP-EP
	<b>175</b>	
	<b>185</b>	
<b>EXAMPLE:</b>	<ul style="list-style-type: none"> <li>Airport Information</li> </ul>	1C-17-ACDP-EP
	<ul style="list-style-type: none"> <li>– Depart Airport</li> </ul>	
	<ul style="list-style-type: none"> <li>– Destination Airport</li> </ul>	
<b>EXAMPLE:</b>	<b>RNO</b>	1C-18-ACDP-EP
	<ul style="list-style-type: none"> <li>– Return To</li> </ul>	
	<b>ELY</b>	
<b>EXAMPLE:</b>	5. Flight Itinerary–Box 3	1C-17-ACDP-EP
	<ul style="list-style-type: none"> <li>Depart From</li> </ul>	
	<b>ELY</b>	
<b>EXAMPLE:</b>	<ul style="list-style-type: none"> <li>Arrive At/ETA</li> </ul>	1C-18-ACDP-EP
	<b>RNO/0930</b>	
	E. Aircraft Information	
<b>EXAMPLE:</b>	1. Select a Source/Vendor	1C-18-ACDP-EP
	<ul style="list-style-type: none"> <li>Local</li> </ul>	
	<ul style="list-style-type: none"> <li>– ARA/Contract</li> </ul>	
<b>EXAMPLE:</b>	<ul style="list-style-type: none"> <li>– Agency-owned</li> </ul>	1C-18-ACDP-EP
	<ul style="list-style-type: none"> <li>– Exclusive-Use Contract</li> </ul>	
	<b>AN “ARA/CONTRACT” WAS SELECTED FOR THIS SCENARIO.</b>	



OUTLINE	AIDS & CUES
2. Consult the ARA/Contract “Source List”	1C-19-ACDP-EP
F. Complete the Flight Request	
<p><b>REVIEW THE FIELDS IN BLUE WITH THE STUDENTS. THIS IS THE INFORMATION THAT THE AIRCRAFT DISPATCHER MUST COMPLETE ON THE FLIGHT REQUEST. THE RED FIELDS ARE THE INFORMATION THAT THE AIRCRAFT DISPATCHER RECEIVES FROM THE FLIGHT REQUESTOR.</b></p> <ul style="list-style-type: none"> <li>• Aircraft Information</li> <li>• Flight Itinerary</li> <li>• Flight Following</li> <li>• Method of Resource Tracking</li> <li>• Administrative</li> <li>• Review—corresponds with analysis on the back of the form</li> </ul> <p><b>REVIEW THE BACK OF THE FLIGHT REQUEST WITH THE STUDENTS.</b></p>	1C-20-ACDP-EP
<p>G. Hazard Analysis and Dispatch/Aviation Manager Checklist</p> <ol style="list-style-type: none"> <li>1. Part I – Mission Flight Hazard Analysis</li> <li>2. Part II – Dispatcher/Aviation Management Specialist Checklist</li> <li>3. Part III – Approvals</li> </ol>	1C-21-ACDP-EP
<p><b>REFER STUDENTS TO PAGES 1C.45 AND 1C.46 OF THE STUDENT WORKBOOK FOR A COMPLETED FLIGHT REQUEST.</b></p>	1C-02-ACDP-IR SW page 1C.45 and 1C.46

OUTLINE	AIDS & CUES
<p><b>PRESENT SCENARIO 2 TO THE STUDENTS. THIS FLIGHT INVOLVES A NIGHT FLIGHT. SEE IF THE STUDENTS CAN DETERMINE THE UNIQUENESS OF THIS FLIGHT WITHOUT YOUR IMMEDIATE INPUT.</b></p>	
<p><b>II. SCENARIO 2</b></p> <p>A flight is ordered to transport overhead from Redding, California, to Kalispell, Montana, for a fire assignment.</p> <p><b>EXAMPLE: CATHY JOHNSON, O-38, STCR MIKE BARRY, O-55, HCWN PROJECT ORDERS: MT KNF-013</b></p> <p>The date and time needed is today at 2200 MDT.</p>	<p>1C-22-ACDP-EP</p>
<p><b>A. Determine the Type of Mission</b></p> <p>Is the mission. . .</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Non-Administrative</li> <li>• Tactical Fire</li> <li>• Tactical Non-Fire</li> </ul>	<p>1C-23-ACDP-EP</p>
<p><b>ANSWER: A FLIGHT REQUEST WILL BE COMPLETED WHICH RESULTED FROM AN OVERHEAD RESOURCE ORDER. THIS MAKES IT A NON-ADMINISTRATIVE FLIGHT.</b></p>	<p>1C-24-ACDP-EP</p>
<p><b>REITERATE THAT THE AREAS IN RED REPRESENT THE INFORMATION THAT THE FLIGHT REQUESTOR WILL SUPPLY ON THE FLIGHT REQUEST. THE BLUE AREAS ARE THE AREAS THAT THE AIRCRAFT DISPATCHER MUST COMPLETE.</b></p>	<p>1C-25-ACDP-EP</p>

OUTLINE	AIDS & CUES
<p><b>TIP: IN BLOCK 3 OF THE FLIGHT REQUEST, SOME AVIATION DISPATCHERS LEAVE THE FIRST LINE OF THE “ARRIVE AT” SECTION BLANK IN CASE THE AIRCRAFT DOES NOT ORIGINATE FROM THE SAME LOCATION AS THE PASSENGERS OR CARGO.</b></p> <p>B. Select the Appropriate Aircraft</p> <p><b>BRIEFLY GO OVER THE SOURCES OF INFORMATION. AS THE SCENARIOS PROGRESS, THIS SECTION WILL NOT BE MENTIONED.</b></p> <ol style="list-style-type: none"> <li>1. Information Source <ul style="list-style-type: none"> <li>• Use the Flight Request as a guide</li> <li>• Lowest price is NOT always the least expensive</li> <li>• Aircraft Identification Guide</li> <li>• AMD Web site (<a href="http://www.oas.gov">www.oas.gov</a>)</li> <li>• Vendor</li> </ul> </li> <li>2. Factors to Consider When Hiring Aircraft <ul style="list-style-type: none"> <li>• Day/Night</li> </ul> </li> </ol> <p><b>THIS IS AN IFR NIGHT CONDITION FLIGHT REQUIRING THE USE OF A MULTI-ENGINE IFR-CARDED PILOT AND AIRCRAFT.</b></p> <ul style="list-style-type: none"> <li>• IFR/VFR</li> <li>• Number of passengers—actual insured seats</li> <li>• Cargo-cubes and pounds</li> </ul>	<p>1C-26-ACDP-EP</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Distance/Aircraft Speed</li> <li>• Runway/Elevation</li> <li>• Temperature/Weather</li> </ul> <p>3. Determine Source</p> <ul style="list-style-type: none"> <li>a. Local unit (contract or agency-owned)</li> <li>b. Adjoining units (contract or agency-owned)</li> <li>c. ARA/CWN</li> </ul> <p>C. Select the Ordering Process</p> <ul style="list-style-type: none"> <li>1. Flight Request</li> <li>2. Resource Order(s) <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Helicopter</li> <li>• Overhead</li> <li>• Equipment</li> </ul> </li> </ul>	
<p><b>ANSWER: THIS FLIGHT REQUIRES THE USE OF A FLIGHT REQUEST AS STATED PREVIOUSLY.</b></p> <p><b>STUDENTS WILL NOT COMPLETE THE FLIGHT REQUEST. THE PURPOSE OF THE SCENARIOS IS TO SEE IF THE STUDENTS CAN DETERMINE THE INFORMATION THAT MAKES THE FLIGHT UNIQUE. THE GREEN ARROW POINTS TO THE MULTI-ENGINE AIRCRAFT REQUIRED FOR NIGHT FLIGHT. THE AIRCRAFT SELECTED WAS A KING AIR.</b></p>	<p>1C-27-ACDP-EP</p>

OUTLINE	AIDS & CUES
<p>D. Complete a Flight Request</p> <ol style="list-style-type: none"> <li>1. Supply the Cost-Account, Management Code(s)–Box 1</li> <li>2. Select the Flight Type</li> <li>3. Identify the Mission Objective/Special Needs</li> <li>4. Supply the Passenger/Cargo Information–Box 2 <ul style="list-style-type: none"> <li>• Name/Type of Cargo</li> <li>• Pounds/Cubic Feet</li> </ul> </li> </ol> <p><b>THE FOLLOWING INFORMATION (GIVEN IN BLUE ON THE PPT PRESENTATION) IS THE RESPONSIBILITY OF THE AIRCRAFT DISPATCHER.</b></p> <ul style="list-style-type: none"> <li>• Airport Information <ul style="list-style-type: none"> <li>– Depart Airport</li> <li>– Destination Airport</li> <li>– Return To</li> </ul> </li> <li>5. Flight Itinerary–Box 3 <ul style="list-style-type: none"> <li>• Depart From</li> <li>• Arrive At/ETA</li> </ul> </li> </ul> <p>E. Aircraft Information</p> <ol style="list-style-type: none"> <li>1. Select a Source/Vendor <ul style="list-style-type: none"> <li>• Local</li> </ul> </li> </ol>	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>– ARA/Contract</li> <li>– Agency-owned</li> <li>– Exclusive-Use Contract</li> </ul> <p><b>AN “ARA/CONTRACT” WAS SELECTED FOR THIS SCENARIO.</b></p> <ul style="list-style-type: none"> <li>2. Consult the ARA/Contract “Source List”</li> </ul> <p>F. Complete the Flight Request</p> <ul style="list-style-type: none"> <li>• Aircraft Information</li> </ul> <p><b>MAKE NOTE THAT THE AIRCRAFT SELECTED IS A MULTI-ENGINE AIRCRAFT WITH IFR CARDING FOR THE NIGHT FLIGHT.</b></p> <ul style="list-style-type: none"> <li>• Flight Itinerary</li> <li>• Flight Following</li> <li>• Method of Resource Tracking</li> <li>• Administrative</li> <li>• Review—corresponds with analysis on the back of the form</li> </ul> <p>G. Hazard Analysis and Dispatch/Aviation Manager Checklist</p> <ul style="list-style-type: none"> <li>1. Part I – Mission Flight Hazard Analysis</li> <li>2. Part II – Dispatcher/Aviation Management Specialist Checklist</li> <li>3. Part III – Approvals</li> </ul>	

OUTLINE	AIDS & CUES
<p><b>PRESENT SCENARIO 3 TO THE STUDENTS. THIS SCENARIO DEALS WITH A SENIOR EXECUTIVE SERVICE FLIGHT.</b></p> <p>III. SCENARIO 3</p> <p>A Special-Use helicopter flight is being requested by the Lewistown Field Office, Montana BLM.</p> <p>The State Director and the Secretary of the Interior will be flying the Lewis and Clark Trail along the Missouri River breaks.</p> <p>A. Determine the Type of Mission</p> <p>Is the mission . . .</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Non-Administrative</li> <li>• Tactical Fire</li> <li>• Tactical Non-Fire</li> </ul> <p><b>ANSWER: THIS IS A TACTICAL NON-FIRE FLIGHT.</b></p> <p>B. Special Mission Considerations—Senior Executive Service (SES)</p> <ul style="list-style-type: none"> <li>• SES designations are given to individuals with ES-ratings—those above GS-15.</li> <li>• The regular aircraft dispatcher should take the SES issues to the next dispatcher level.</li> <li>• The aircraft dispatcher will still procure and flight follow the aircraft.</li> </ul>	<p>1C-28-ACDP-EP</p> <p>1C-29-ACDP-EP</p> <p>1C-30-ACDP-EP</p> <p>1C-31-ACDP-EP</p>

OUTLINE	AIDS & CUES
<p>C. Determine Source</p> <p>D. Select the Ordering Process</p> <p><b>ANSWER: THIS FLIGHT REQUIRES THE USE OF A FLIGHT REQUEST.</b></p> <p>E. Complete a Flight Request</p> <ol style="list-style-type: none"> <li>1. Airport Information <ul style="list-style-type: none"> <li>• Depart Airport</li> <li>• Destination Airport</li> <li>• Return To</li> </ul> </li> <li>2. Flight Itinerary–Box 3 <ul style="list-style-type: none"> <li>• Depart From</li> <li>• Arrive At/ETA</li> </ul> </li> </ol> <p>F. Aircraft Information</p> <ol style="list-style-type: none"> <li>1. Select a Source/Vendor <ul style="list-style-type: none"> <li>• Local <ul style="list-style-type: none"> <li>– ARA/Contract</li> <li>– Agency-owned</li> <li>– Exclusive-Use Contract</li> </ul> </li> </ul> </li> </ol> <p><b>AN “ARA/CONTRACT” WAS SELECTED FOR THIS SCENARIO.</b></p> <ol style="list-style-type: none"> <li>2. Consult the ARA/Contract “Source List”</li> </ol>	<p>1C-32-ACDP-EP</p> <p>1C-33-ACDP-EP</p>



OUTLINE	AIDS & CUES
<p>G. Complete the Flight Request</p> <ul style="list-style-type: none"> <li>• Aircraft Information</li> <li>• Flight Itinerary</li> <li>• Flight Following</li> <li>• Method of Resource Tracking</li> <li>• Administrative</li> <li>• Review—corresponds with analysis on the back of the form</li> </ul> <p><b>REVIEW WITH THE STUDENTS THAT A QUALIFIED HCWN WAS ADDED TO THE FLIGHT TO MEET AGENCY REQUIREMENTS.</b></p>	1C-34-ACDP-EP
<p>H. Hazard Analysis and Dispatch/Aviation Manager Checklist</p> <ol style="list-style-type: none"> <li>1. Part I – Mission Flight Hazard Analysis</li> <li>2. Part II – Dispatcher/Aviation Management Specialist Checklist</li> <li>3. Part III – Approvals</li> </ol> <p><b>NOTIFY STUDENTS THAT APPROVALS FOR SES FLIGHTS ARE SOUGHT AND APPROVED BY EACH AGENCY’S SOLICITOR IN WASHINGTON, D.C. ENSURE THAT PROPER APPROVAL IS ATTAINED FOR THE FLIGHT.</b></p> <p><b>PRESENT SCENARIO 4 TO THE STUDENTS. THIS FLIGHT DEALS WITH SECURING AIRCRAFT OUTSIDE THE LOCAL UNIT.</b></p>	1C-35-ACDP-EP





OUTLINE	AIDS & CUES
<p>3. Vendor-provided fuel truck</p> <p>All of the above are included in the “A” request number. Document the information under “Resource Assigned.”</p> <p><b>PRESENT SCENARIO 5 TO THE STUDENTS. THIS SCENARIO ADDRESSES CALL-WHEN-NEEDED (CWN) AIRCRAFT.</b></p> <p>V. SCENARIO 5</p> <p>A Type-2 helicopter is needed for a fire on the Wasatch-Cache National Forest.</p> <p>No helicopters are available on the local unit.</p> <p>A. Determine the Type of Mission</p> <p>Is the mission . . .</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Non-Administrative</li> <li>• Tactical Fire</li> <li>• Tactical Non-Fire</li> </ul> <p><b>ANSWER: THIS TYPE OF FLIGHT IS TACTICAL FIRE.</b></p> <p>B. Determine the Source</p> <ol style="list-style-type: none"> <li>1. Local unit</li> <li>2. ARA/CWN</li> <li>3. Order through dispatch channels</li> </ol> <p><b>ANSWER: ORDER THROUGH NORMAL DISPATCH CHANNELS.</b></p>	<p>1C-44-ACDP-EP</p> <p>1C-45-ACDP-EP</p> <p>1C-46-ACDP-EP</p> <p>1C-47-ACDP-EP</p>

OUTLINE	AIDS & CUES
<p>C. Call-When-Needed</p> <ol style="list-style-type: none"> <li>1. Type 1 and Type 2 helicopters are available under national contract.</li> <li>2. Must be ordered through normal dispatch channels to the National Interagency Coordination Center (NICC)</li> </ol>	1C-48-ACDP-EP
<p>D. Call-When-Needed Helicopters Specifics</p> <ol style="list-style-type: none"> <li>1. Does not include dedicated crew or support vehicle</li> <li>2. Requires a “module” prior to incident assignment <ul style="list-style-type: none"> <li>• Type 3—one helicopter manager plus two helicopter crew members</li> <li>• Type 2—one helicopter manager plus three helicopter crew members</li> <li>• Type 1—one helicopter manager</li> </ul> </li> </ol>	1C-49-ACDP-EP
<p><b>DUE TO LACK OF AVAILABILITY, A CWN HELICOPTER IS NEEDED. SLIDES 1C-51-ACDP-EP THROUGH 1C-53-ACDP-EP REPRESENT THE ORDERING PROCESS FOR OBTAINING A CWN HELICOPTER AND MODULE.</b></p>	
<p>E. Select the Ordering Process</p> <ol style="list-style-type: none"> <li>1. Flight Request</li> <li>2. Resource Order(s) <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Helicopter</li> </ul> </li> </ol>	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Overhead</li> <li>• Equipment</li> </ul> <p><b>THIS FLIGHT REQUIRES THAT TWO RESOURCE ORDERS BE COMPLETED. THE HELICOPTER IS PLACED ON EITHER THE AIRCRAFT RESOURCE ORDER OR A HELICOPTER ORDER. THE MODULE IS PLACED ON AN OVERHEAD ORDER. THE AIRCRAFT DISPATCHER NEEDS TO ENSURE THAT THE ORDER FOR THE MODULE IS PLACED THROUGH THE DISPATCHER IN CHARGE OF OVERHEAD ORDERING.</b></p> <p><b>WHEN THE RESOURCES HAVE BEEN ASSIGNED, DOCUMENTATION SHOULD BE MADE ON THE AIRCRAFT ORDER TO CORRESPOND WITH THE OVERHEAD RESOURCE ORDER.</b></p>	<p>1C-50-ACDP-EP 1C-51-ACDP-EP 1C-52-ACDP-EP</p> <p>1C-53-ACDP-EP</p>
<p>F. Air Attack/Lead Plane/Aerial Supervision Modules</p> <p>1. Aerial Supervision</p> <p>Supervision and coordination over incidents involving multiple aircraft or a mix of fixed- or rotor-wing aircraft</p> <p>2. Functions of Aerial Supervision</p> <ul style="list-style-type: none"> <li>• “On-scene” traffic manager</li> <li>• Safety observer for ground personnel</li> <li>• Recommends aircraft needs</li> <li>• Recommends Temporary Flight Restrictions (TFR)</li> </ul>	<p>1C-54-ACDP-EP</p> <p>1C-55-ACDP-EP</p> <p>1C-56-ACDP-EP</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Develops and implements communications plan</li> <li>• Makes tactical and logistical <u>recommendations</u></li> </ul> <p>3. Situations Requiring Aerial Supervision</p> <ul style="list-style-type: none"> <li>• Congested airspace</li> <li>• Multiple aircraft over incident</li> <li>• Canadian or Modular Airborne Firefighting Systems (MAFFS)</li> <li>• Adverse conditions (visibility, terrain, weather)</li> </ul> <p>4. Positions that may perform aerial supervision</p> <ul style="list-style-type: none"> <li>• Air Tactical Group Supervisor (ATGS)—the most qualified and most common</li> <li>• Lead plane (LEAD)</li> <li>• Airtanker Coordinator (ATCO)</li> <li>• Helicopter Coordinator (HLCO)</li> </ul> <p><b>THIS MAY BE A GOOD OPPORTUNITY FOR A SHORT BREAK.</b></p>	<p>1C-57-ACDP-EP</p> <p>1C-58-ACDP-EP</p>

OUTLINE	AIDS & CUES
<p><b>SCENARIOS 6 THROUGH 10 ARE TO BE COMPLETED IN BREAKOUT GROUPS. ENCOURAGE STUDENTS TO WORK WITH ONE ANOTHER TO DETERMINE THE PROCESS FOR SECURING AN AIRCRAFT FOR THE FLIGHTS. TWO BLANK RESOURCE ORDERS (ONE EACH—AIRCRAFT AND OVERHEAD) HAVE BEEN PROVIDED IN THE STUDENT WORKBOOK FOR EACH SCENARIO. TELL STUDENTS THAT THEY MAY OR MAY NOT NEED BOTH RESOURCE ORDERS TO COMPLETE EACH SCENARIO. STUDENTS NEED ONLY CONCENTRATE ON BLOCK 12 OF THE RESOURCE ORDERS WHEN COMPLETING THE SCENARIOS. ADDITIONAL BLANK RESOURCE ORDERS (2 EACH) HAVE BEEN PROVIDED ON PAGES 1C.47 THROUGH 1C.50 IN THE STUDENT WORKBOOK. DISCUSS THE TEXTBOOK ANSWERS WITH STUDENTS AFTER EACH SCENARIO.</b></p> <p><b>REFER STUDENTS TO SCENARIO 6 ON PAGE 1C.20 OF THE STUDENT WORKBOOK. THIS SCENARIO ADDRESSES THE PROCESS FOR ORDERING AIR ATTACKS. STUDENTS MAY NOT HAVE ALL THE KNOWLEDGE REQUIRED TO SEPARATE THIS INTO TWO RESOURCE ORDERS. THIS MAY BE A TRIAL-BY-ERROR SCENARIO.</b></p>	<p>1C-03-ACDP-IR THRU 1C-08-ACDP-IR</p> <p>SW page 1C.47 THRU SW page 1C.50</p>
<p><b>VI. SCENARIO 6</b></p> <p>Two air attacks have been ordered for Nevada. One will be pre-positioned in Winnemucca; the other in Battle Mountain.</p>	<p>1C-59-ACDP-EP 1C-03-ACDP-IR SW page 1C.20</p>





OUTLINE	AIDS & CUES
<p><b>REFER STUDENTS TO SCENARIO 7 ON PAGE 1C.23 OF THE STUDENT WORKBOOK. THIS SCENARIO IS A STRAIGHT-FORWARD AIRTANKER ORDER.</b></p> <p>VII. SCENARIO 7</p> <p>An airtanker is being ordered for initial attack for a fire on the Shoshone National Forest in Wyoming.</p> <p>The closest airtanker is located in West Yellowstone, Montana, and can be ordered direct due to an initial attack agreement between the units.</p> <p>A. Determine the Type of Mission</p> <p>Is the mission . . .</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Non-Administrative</li> <li>• Tactical Fire</li> <li>• Tactical Non-Fire</li> </ul> <p><b>ANSWER: THE TYPE OF FLIGHT IS TACTICAL FIRE.</b></p> <p>B. Select the Ordering Process</p> <ol style="list-style-type: none"> <li>1. Flight Request</li> <li>2. Resource Order(s) <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Helicopter</li> </ul> </li> </ol>	<p>1C-65-ACDP-EP 1C-04-ACDP-IR SW page 1C.23</p> <p>1C-66-ACDP-EP</p> <p>1C-67-ACDP-EP</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Overhead</li> <li>• Equipment</li> </ul> <p><b>ANSWER: THIS FLIGHT REQUIRES THE USE OF AN AIRCRAFT RESOURCE ORDER.</b></p> <p><b>BEFORE YOU BEGIN SCENARIO 8, INFORMATION MUST BE RELAYED CONCERNING LEAD PLANES/AERIAL SUPERVISION MODULES. REFER STUDENTS TO PAGE 1C.27 OF THE STUDENT WORKBOOK.</b></p>	<p>1C-68-ACDP-EP 1C-69-ACDP-EP 1C-70-ACDP-EP</p> <p>SW page 1C.27</p>
<p>VIII. SCENARIO 8</p> <p>Lead Plane/Aerial Supervision Module (ASM1)</p> <p>A. Lead Plane Operations</p> <p>Use of an aircraft to make low-level passes through retardant drop areas to assess flight conditions and hazards, and to identify targets</p> <ul style="list-style-type: none"> <li>• Works for the ATGS</li> <li>• Authorized to fly below 500 feet AGL</li> </ul> <p>B. Specific Duties</p> <ul style="list-style-type: none"> <li>• Communicates with airtanker pilots</li> <li>• Checks for aerial hazards</li> <li>• Assigns specific tasks to individual airtankers</li> <li>• May perform ATGS functions</li> <li>• Coordinates with ATGS for safe separation of aircraft</li> </ul>	<p>1C-71-ACDP-EP</p> <p>1C-72-ACDP-EP</p> <p>1C-73-ACDP-EP</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>Pilot must be qualified as “Lead Plane Pilot”</li> <li>Requests for lead planes may be filled with an ASM1 and perform dual roles.</li> </ul> <p>C. Situations Requiring a Lead Plane</p> <ul style="list-style-type: none"> <li>Dropping retardant in congested areas (e.g., airspace, urban interface, aerial hazards)</li> </ul>	1C-74-ACDP-EP
<p><b>THE FAA DESCRIBES, BUT DOES NOT DEFINE, CONGESTED AREAS.</b></p> <ul style="list-style-type: none"> <li>Multiple airtankers (more than two)</li> <li>Canadian airtankers</li> <li>MAFFS</li> </ul>	
<p><b>REFER STUDENTS TO SCENARIO 8 ON PAGE 1C.29 OF THE STUDENT WORKBOOK. THIS SCENARIO IS A STRAIGHT-FORWARD LEAD PLANE ORDER.</b></p>	1C-05-ACDP-IR SW page 1C.29
<p>A lead plane is being ordered for a fire outside of Grand Junction, Colorado.</p> <p>A lead plane is on duty at the Grand Junction Air Center.</p>	1C-75-ACDP-EP
<p>D. Determine the Type of Mission</p> <p>Is the mission . . .</p> <ul style="list-style-type: none"> <li>Administrative</li> <li>Non-Administrative</li> </ul>	1C-76-ACDP-EP

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Tactical Fire</li> <li>• Tactical Non-Fire</li> </ul> <p><b>ANSWER: THE TYPE OF FLIGHT IS TACTICAL FIRE.</b></p> <p>E. Select the Ordering Process</p> <ol style="list-style-type: none"> <li>1. Flight Request</li> <li>2. Resource Order(s) <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Helicopter</li> <li>• Overhead</li> <li>• Equipment</li> </ul> </li> </ol>	<p>1C-77-ACDP-EP</p>
<p><b>ANSWER: THIS FLIGHT REQUIRES THE USE OF AN AIRCRAFT RESOURCE ORDER.</b></p> <p><b>REFER STUDENTS TO SCENARIO 9 ON PAGE 1C.33 OF THE STUDENT WORKBOOK THIS SCENARIO ADDRESSES THE PROCESS FOR ORDERING AN INITIAL ATTACK LOAD OF SMOKEJUMPERS.</b></p>	<p>1C-78-ACDP-EP 1C-79-ACDP-EP 1C-80-ACDP-EP</p> <p>1C-06-ACDP-IR SW page 1C.33</p>
<p>IX. SCENARIO 9</p> <p>An initial attack load of smokejumpers has been ordered for a new fire in Southern Idaho.</p> <p>There is a load of eight available in Battle Mountain.</p>	<p>1C-81-ACDP-EP</p>

OUTLINE	AIDS & CUES
<p>A. Determine the Type of Mission</p> <p>Is the mission . . .</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Non-Administrative</li> <li>• Tactical Fire</li> <li>• Tactical Non-Fire</li> </ul>	1C-82-ACDP-EP
<p><b>ANSWER: THE TYPE OF FLIGHT IS TACTICAL FIRE.</b></p>	1C-83-ACDP-EP
<p>B. Select the Ordering Process</p> <ol style="list-style-type: none"> <li>1. Flight Request</li> <li>2. Resource Order(s) <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Helicopter</li> <li>• Overhead</li> <li>• Equipment</li> </ul> </li> </ol>	
<p><b>ANSWER: THIS FLIGHT REQUIRES THE USE OF AN OVERHEAD RESOURCE ORDER.</b></p>	1C-84-ACDP-EP
<p><b>REVIEW THE RESOURCE ORDER WITH THE STUDENTS. NOTE THAT THE LOAD OF JUMPERS IS GIVEN AN “I-A” NUMBER INSTEAD OF AN “O” NUMBER. YOU DO NOT HAVE TO INCLUDE THE NAMES OF THE SMOKEJUMPERS ON THE RESOURCE ORDER. THE AIRCRAFT DISPATCHER WILL RECEIVE A SPOTTER REPORT-ATTACH TO THE RESOURCE ORDER.</b></p>	1C-85-ACDP-EP



OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Overhead</li> <li>• Equipment</li> </ul> <p><b>ANSWER: THIS FLIGHT REQUIRES THE USE OF AN OVERHEAD RESOURCE ORDER FOR THE SMOKEJUMPERS—EACH JUMPER LISTED SEPARATELY AND AIRCRAFT ORDER TO TRANSPORT THE JUMPERS TO BATTLE MOUNTAIN.</b></p> <p><b>XI. OTHER AIRCRAFT ORDERS</b></p> <p><b>REFER STUDENTS TO PAGE 1C.41 OF THE STUDENT WORKBOOK.</b></p> <p><b>TELL STUDENTS THAT A NEW “A” NUMBER IS REQUIRED WHEN YOU ORDER A NEW RESOURCE.</b></p> <ul style="list-style-type: none"> <li>A. Temporary Flight Restrictions</li> <li>B. FAA Towers</li> </ul> <p><b>RADIO FREQUENCIES ARE ORDERED VIA THE NORMAL DISPATCH CHANNELS THROUGH THE NATIONAL INTERAGENCY RADIO SUPPORT CACHE (NIRSC).</b></p> <ul style="list-style-type: none"> <li>C. Radio Frequencies</li> <li>D. Reconnaissance Aircraft</li> <li>E. Infrared Flights</li> </ul> <p><b>REVIEW LESSON OBJECTIVES.</b></p> <p><b>ASK THE STUDENTS IF THERE ARE ANY QUESTIONS</b></p>	<p>1C-89-ACDP-EP 1C-90-ACDP-EP 1C-91-ACDP-EP</p> <p>1C-92-ACDP-EP</p> <p>SW page 1C.41</p> <p>1C-93-ACDP-EP</p> <p>1C-94-ACDP-EP</p>



# **AIRCRAFT DISPATCHER**

## **UNIT 1 – AIRCRAFT FLIGHT PLANNING**

### **LESSON C – AIRCRAFT ORDERING PROCEDURES**

#### **INSTRUCTOR REFERENCES**

<u>Reference No.</u>	<u>Description</u>
1C-01-ACDP-IR	Flight Request
1C-02-ACDP-IR	Completed Flight Request
1C-03-ACDP-IR	Scenario 6
1C-04-ACDP-IR	Scenario 7
1C-05-ACDP-IR	Scenario 8
1C-06-ACDP-IR	Scenario 9
1C-07-ACDP-IR	Scenario 10
1C-08-ACDP-IR	Blank Resource Orders

## NOTES



## HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<b>I. MISSION FLIGHT HAZARD ANALYSIS</b> (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:			
<input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons <input type="checkbox"/> Weather factors: wind, thunderstorms, etc.	<input type="checkbox"/> Towers and bridges <input type="checkbox"/> Other aerial obstructions: <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors <div style="text-align: center;">SUNRISE _____</div> <div style="text-align: center;">SUNSET _____</div> <input type="checkbox"/> Limited flight following communications	<input type="checkbox"/> High elevations, temperatures, and weights: <div style="text-align: center;">MAX LANDING ELEV (MSL) _____</div> <div style="text-align: center;">MIN FLIGHT ALTITUDE AGL _____</div> <input type="checkbox"/> Transport of hazardous materials <input type="checkbox"/> Other _____	
<b>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</b>		<b>III. APPROVALS</b>	
<input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor, carding meets requirements <input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots <input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled <input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) <input type="checkbox"/> All DOI passengers have received required aircraft safety training; <input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure <input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use		<input type="checkbox"/> Means of flight following and resource tracking requirements have been identified <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions <input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken <input type="checkbox"/> Chief-of-Party is aware of PPE requirements <input type="checkbox"/> Cost analysis has been completed and is attached <input type="checkbox"/> Other/Remarks:	
NOTE: Reference Handbook 9420 for approval(s) required. A. MISSION FLIGHT: Hazard Analysis Performed By: _____ <div style="text-align: center;">(Chief-of-Party Signature)</div> B. MISSION FLIGHTS: Hazard Analysis Reviewed By: _____ <div style="text-align: center;">(Dispatcher or Aviation Manager Signature Required)</div> C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required **: _____ <div style="text-align: center;">(Line Manager Signature) (Date)</div> D. This Flight is Approved By: _____ <div style="text-align: center;">(Authorized Signature) (Date)</div>		<b>**For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.</b>	

# AIRCRAFT FLIGHT REQUEST/FLIGHT SCHEDULE

<b>CHANGE #:</b>				<b>6. AIRCRAFT INFORMATION</b> FAA N#: <b>N#6838CM</b>			
<b>1. INITIAL REQUEST INFORMATION</b>				<b>FLIGHT SCHEDULE #:</b> <b>WBC0028</b>			
<b>TO/FROM:</b> <b>Cin/Jamie</b>		<b>PHONE NUMBER:</b> <b>775-289-1900</b>		<b>BILLEE CODE (OAS A/C only):</b> <b>6090</b>		<b># SEATS:</b> <b>5</b>	
<b>DATE/TIME:</b> <b>6/5/00</b>		<b>MAKE/MODEL:</b> <b>C-340</b>		<b>COLOR:</b> <b>Blue/White</b>		<b>VENDOR:</b> <b>El Aero</b>	
<b>CHECK ONE:</b> (X) Point-to-Point Flight ( ) Mission Flight (X) Helicopter (X) Airplane				<b>PHONE #:</b> <b>775-885-0105</b>			
<b>MISSION OBJECTIVE/SPECIAL NEEDS:</b> <div style="text-align: center; font-weight: bold; padding: 5px;">             Transport personnel for training           </div>				<b>PILOT(S):</b> <b>John Kelly</b>			

  

2. PASSENGER/CARGO INFORMATION: INDICATE BY ASTERISK WHICH PASSENGER LISTED BELOW IS CHIEF-OF-PARTY.											
NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO	NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO
Rex Luttrell	175		ELY	RNO	ELY						
Bill Dunn	185		ELY	RNO	ELY						
Ron Taylor	305		ELY	RNO	ELY						

  

3. FLIGHT ITINERARY (For Mission-Type Flights, provide points of Departure/Arrival and attach Map With Detailed Flight Route and Known Hazards Indicated)																				
DEPART WITH			DEPART FROM			ENROUTE			ARRIVE AT			DROP OFF			KEY POINTS			INFO RELAYED		
Date	No. Pax	Lbs.	Airport/Place	ETD	ATD	Airport/Place	ETE	ATA	Airport/Place	ETA	ATA	No. Pax	Lbs	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	
6/5	0		RNO	0700		ELY	1+ 0	0800	ELY	0800				Pick up 3 PAX						
6/5	3		ELY	0815		RNO	1+ 0	0915	RNO	0915		3		D/O 3 PAX @ Jet West						

  

<b>4. FLIGHT FOLLOWING</b> (X) FAA IFR ( ) Satellite ( ) FAA VFR With Check-in Every _____ Minutes To ( ) FAA or ( ) Agency ( ) Agency VFR With Check-in via radio Every _____ Minutes Frequency(ies):			<b>5. METHOD OF RESOURCE TRACKING:</b> (X) PHONE ( ) RADIO (X) To Scheduling Dispatcher @ <b>800-633-6097</b> (PHONE NUMBER) (X) Prior to Takeoff ( ) Each Stop Enroute (X) Arrival At Destination ( ) To: _____ (PHONE NUMBER) @ _____ (OTHER OFFICE)			<b>7. ADMINISTRATIVE</b> Type of Payment Document: (X) OAS-23 or ( ) OAS-2 ( ) FS 6500-122 OTHER: Route Document To: <b>Cindy</b>			<b>8. REVIEW (if applicable)</b> Hazard Analysis Performed Dispatch/Aviation Mgr Checklist Other:		
<b>9. CLOSE-OUT</b>			<b>CLOSED BY:</b>			<b>01C-20-ACDP-EP</b>					

## HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<b>I. MISSION FLIGHT HAZARD ANALYSIS</b> (fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:		
<input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)  <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft  <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons  <input type="checkbox"/> Weather factors: wind, thunderstorms, etc.	<input type="checkbox"/> Towers and bridges  <input type="checkbox"/> Other aerial obstructions:  <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE: _____ SUNSET: _____  <input type="checkbox"/> Limited flight following communications	<input type="checkbox"/> High elevations, temperatures, and weights:  MAX LANDING ELEV (MSL): _____  MIN. FLIGHT ALTITUDE AGL: _____  <input type="checkbox"/> Transport of hazardous materials  <input type="checkbox"/> Other: _____
<b>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</b>		
<input checked="" type="checkbox"/> Pilot and aircraft carding checked with source list and vendor; carding meets requirements;  <input type="checkbox"/> <u>OR</u> , Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots  <input checked="" type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled  <input checked="" type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)  <input type="checkbox"/> All DOJ passengers have received required aircraft safety training;  <input type="checkbox"/> <u>OR</u> , Aviation manager will present detailed safety briefing prior to departure;  <input checked="" type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use	<input checked="" type="checkbox"/> Means of flight following and resource tracking requirements have been identified  <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained  <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions  <input checked="" type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken  <input type="checkbox"/> Chief-of-Party is aware of PPE requirements. <input type="checkbox"/> Cost analysis has been completed and is attached  <input type="checkbox"/> Other/Remarks:	
<b>III. APPROVALS</b>		
Note: Reference Handbook 9420 for approval(s) required.  <b>A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY:</b> _____ <small>Chief-of-Party Signature</small>  <b>B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY:</b> _____ <small>Dispatcher Or Aviation Manager Signature Required</small>  <b>C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **;</b> _____ <small>DATE: _____</small>  <b>D. THIS FLIGHT IS APPROVED BY (Authorized Signature):</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 1.2em;">Cindy Savoie</span> <span>DATE: <u>6/1/00</u></span> </div>		
** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.		

01C-21-ACDP-EP

# **AIRCRAFT DISPATCHER–ACDP**

## **SCENARIO 6**

Two air attacks have been ordered for Nevada. One will be pre-positioned in Winnemucca; the other in Battle Mountain.

One air attack with ATGS is available in Minden. The other will require ordering an air attack platform and ATGS.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

2. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
  - Aircraft
  - Helicopter
  - Overhead
  - Equipment

Reasoning:







## NOTES

# **AIRCRAFT DISPATCHER–ACDP**

## **SCENARIO 7**

An airtanker is being ordered for initial attack for a fire on the Shoshone National Forest in Wyoming.

The closest airtanker is located in West Yellowstone, Montana, and can be ordered direct due to an initial attack agreement between the units.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
  - Aircraft
  - Helicopter
  - Overhead
  - Equipment

Reasoning:



# **AIRCRAFT DISPATCHER–ACDP**

## **SCENARIO 8**

A lead plane is being ordered for a fire outside of Grand Junction, Colorado.

A lead plane is on duty at the Grand Junction Air Center.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
  - Aircraft
  - Helicopter
  - Overhead
  - Equipment

Reasoning:



# **AIRCRAFT DISPATCHER–ACDP**

## **SCENARIO 9**

An initial attack load of smokejumpers has been ordered for a new fire in Southern Idaho.

There is a load of eight available in Battle Mountain.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
  - Aircraft
  - Helicopter
  - Overhead
  - Equipment

Reasoning:





# **AIRCRAFT DISPATCHER–ACDP**

## **SCENARIO 10**

A smokejumper booster order has been placed to cover Battle Mountain.

They are requesting an aircraft to deliver them and remain in Battle Mountain.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
  - Aircraft
  - Helicopter
  - Overhead
  - Equipment

Reasoning:





## NOTES







